



# Office of the City Clerk

Weekly Report – for Week Ending February 2, 2018

## OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

### Elections

Staff provided General Community Outreach to approximately 300 people and registered 22 voters at CD 14's Night on Broadway event.

As part of the Faith-based Initiative, a presentation titled, "The Impact of Your Vote" was conducted in Korean at Glory Church of Jesus Christ in CD14. Approximately 200 people were in attendance.

High School Outreach Initiative efforts included six one-hour-long voter outreach and civics presentations at Fremont High School in CD 9. Over 230 students registered/pre-registered to vote.

Voter registration forms and display boxes have been delivered to the City's Public Libraries and Recreation and Parks public counters.

### Business Improvement Districts (BIDs)

Renewal petitions and data were reviewed this week for Arts District Los Angeles, Hollywood Media (expansion), Leimert Park, and the Historic Downtown (expansion) BIDs, as well as the Hollywood Entertainment District/Sunset and Vine BID renewal and merger.

The final public hearing, ballot tabulation and announcement for Ordinance of Establishment for the Tarzana Safari Walk property-based BID renewal took place this week.

### Neighborhood Council (NC) Funding Program

The NC Funding Policies and Guidelines were released to the Neighborhood Councils on February 1.

The Neighborhood Council system has cumulatively expended 35% of its FY18 annual budget which represents over 3,000 credit card transactions and almost 1,800 funding requests processed. The turn-around time to approve a funding request is just under 2 days.

### Records Management Archival Activity

#### *Archival Activity*

A photo use agreement was signed with an author of an upcoming book on the history of Los Angeles's City Hall. A researcher from Germany has been reviewing the Police Commission Minutes from the 1800s.

### Systems

The City Clerk from the City Santa Monica visited Council Chambers to see the video setup, voting system, and the electronic speaker card kiosks. ITA Channel 35 provided a tour of the AV control room and City Clerk staff provided a demonstration on the Council File Management (CFMS) and the E-Speaker Card systems.

Staff enhanced CFMS with the ability to link directly to Council video within a Council file and tag keywords to improve search results as part of the CFMS 2.0 rewrite.